

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATION REQUIREMENTS FOR
SUPERINTENDENT (GRADES K-12)**

I. PROFESSIONAL REQUIREMENTS:

An administrator certificate, valid for a period of four (4) years from the date of issuance, will be issued to applicants meeting the following requirements:

A. One (1) of the following:

1. A permanent or professional Missouri certificate of license to teach;

OR

1. A baccalaureate degree from a state-approved teacher preparation program;
 2. A recommendation from the designated certification official from a state-approved teacher preparation program which is included on the Application for Initial Missouri Teaching Certificate; and
 3. Achieve a score equal to or greater than the Missouri qualifying score on the assessment designated by the State Board of Education (board) for initial certification;
- B.** A minimum of one (1) year's experience as a building- or district-level administrator at a public or accredited nonpublic school;
- C.** Successful completion of the district-level administrator's assessment designated by the board;
- D.** Completion of a course in Psychology and/or Education of the Exceptional Child;
- E.** Completion of an educational specialist or advanced degree program in educational leadership and recommendation from the designated official of a college/university approved by the Department of Elementary and Secondary Education. The approved graduate credit shall include:
1. Foundations of educational administration;
 2. City school administration;
 3. School supervision;
 4. Curriculum construction;
 5. Research and evaluation;
 6. School finance;
 7. School law;
 8. School staff personnel administration;
 9. School/community relations; and
 10. School plant design and operation; and
- F.** A recommendation from the designated certification official from a state-approved educational specialist or advanced degree program for the preparation of superintendent; this must be part of the Application for Superintendent's Certificate.

NOTE: DESE will not evaluate transcripts for administrative certificates.

II. CAREER CONTINUOUS PROFESSIONAL CERTIFICATE – ADMINISTRATOR

- A.** The superintendent's Career Continuous Professional Certificate – Administrator classification will be issued upon completion and verification of the following:
1. Four (4) years of state-approved administrator experience;
 2. Participation in one (1) year of district-provided mentoring (during the first year of superintendent experience);
 - a) Mentors must complete training addressing cognitive coaching skills and Interstate Leaders Licensure Consortium (ISLLC) standards. Training may be provided by the Missouri

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Mentoring Partnership that includes professional associations, regional professional development centers, colleges/universities and DESE.

3. The development, implementation and completion of a professional development plan of at least 120 contact hours of professional development based on Interstate School Leaders Licensure Consortia (ISLLC) standards, or eight (8) semester hours of graduate credit toward a doctorate degree in educational leadership, or a combination of credits/professional development;
 - a) Professional development should focus a minimum of: thirty (30) contact hours on leadership training (vision building, communication, data-driven decisions, ethics, etc.) and other items identified in the individual's professional development plan; and
 4. Successful participation in an annual performance-based evaluation.
- B.** The career continuous administrator certificate shall be continuous based upon verification by the employing school district that the certificate holder:
1. Participated in a performance-based evaluation; and
 2. Completed thirty (30) contact hours of professional development, or two (2) semester hours of graduate credit toward a doctorate degree in educational leadership, or a combination of professional development and graduate credit each year.
- C.** The career continuous administrator certificate holder is exempt from the thirty (30) contact hours of annual professional development if the holder has a local professional development plan in place with the school and meets at least two (2) of the following:
1. Ten (10) years of state-approved administrator experience;
 2. A doctorate degree in educational leadership from an accredited college or university; and/or
 3. Certification from a board-approved nationally recognized professional administrator organization.